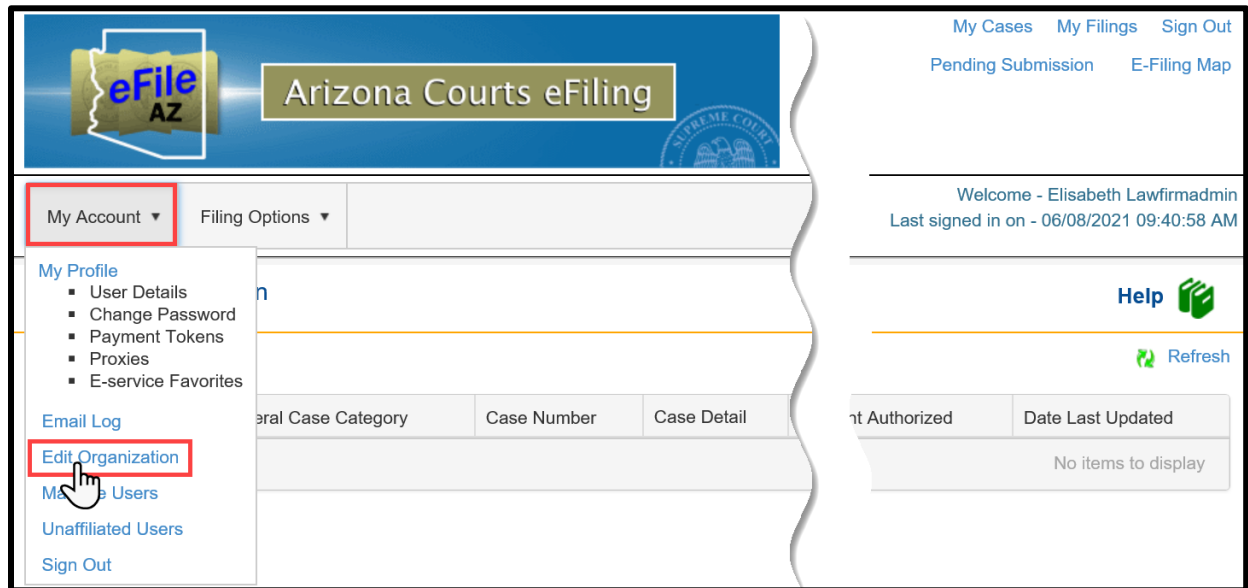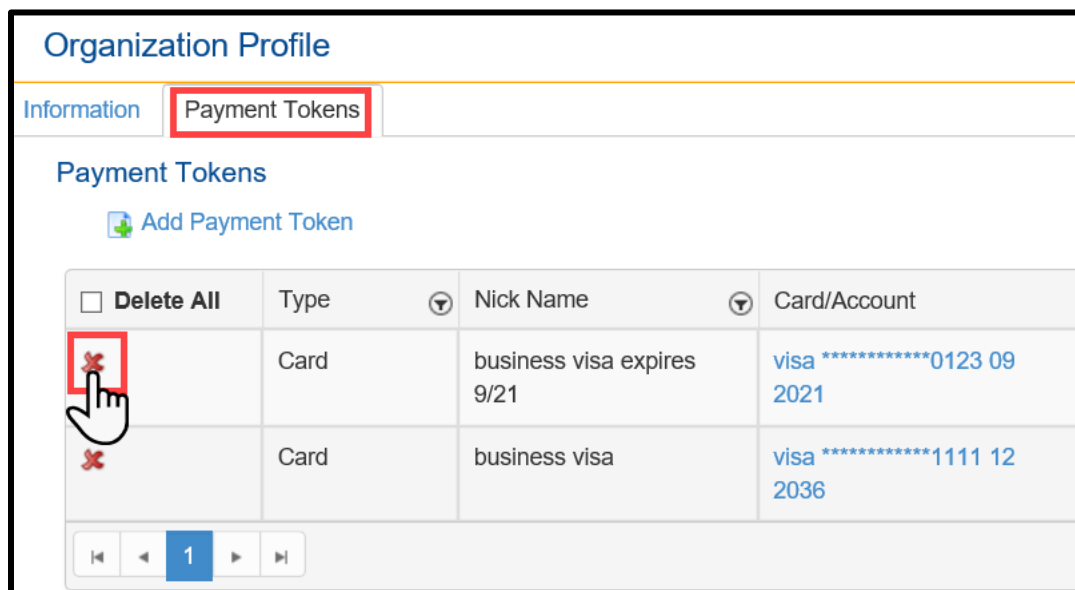# How to Delete a Payment Method (Token)
for an Organization
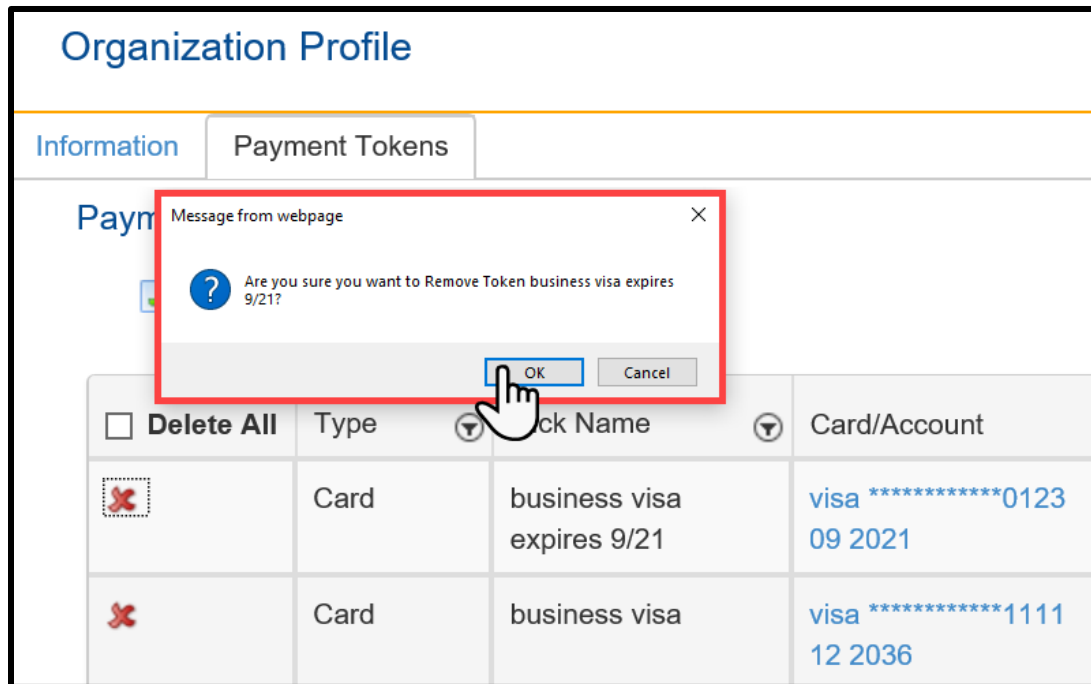
1. **Firm Administrator** logs in to eFileAZ > **Select My Account** > **Select Edit Organization**

2. **Select Payment Tokens tab > Select the Red X** associated with the payment token to be deleted

3. *A pop-up message appears >* **Select OK**

4. **Select Update** to complete the deletion process
   Note: if this step is skipped, the payment token will reappear in the list of Payment Tokens